

United States Embassy

Tokyo, Japan



*The U.S. Embassy provides a good opportunity to work for  
high-ranking officials in an international environment*

**Position Vacancy: Cultural Affairs Assistant – Temporary**

**OPEN TO:** All Interested Candidates  
**POSITION:** Cultural Affairs Assistant, FSN-6005-9, FP-5 (Full Performance)  
FSN-8, FP-6 (Trainee Level)  
Position number A71009  
Temporary Position for 30 days (renewable)  
**OPENING DATE:** December 18, 2003  
**CLOSING DATE:** January 9, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$32,811 p.a. (Trainee salary)  
(Position Grade: FP-5 is confirmed by Washington)  
\*Ordinarily Resident: ¥8,664,261 p.a. (Trainee salary)

**Note:**

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and green card holders.

**BASIC FUNCTION OF POSITION**

Under the direction of the supervisor, conceptualizes, develops and executes seminars, digital video conferences and other public affairs programs featuring US speakers in support of mission goals in areas such as economics, politics, security and international relations. Has primary responsibility in the fields of international relations and security affairs, and is responsible for coordinating and implementing these programs at American Centers and Consulates throughout Japan. The Cultural Affairs Specialist manages program schedules, conducts research and develops program support materials.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Bachelor's degree in International Relations, American Studies, Social Science, American Literature, Communications, or related discipline is required.
2. Prior Work Experience: Five years progressively responsible experience in conference development, research, academic or private sector exchange programs, program coordination, and/or media production is required.

3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Japanese is required.

4. Knowledge: The employee is required to understand US Embassy Mission goals, current academic discourse (in both US and Japan) on various subjects related to program themes, and have a working knowledge of the key experts and institutions in those fields.

5. Skills and Abilities: Ability to develop, schedule and help constituent posts carry out substantive speaker programs is required. Ability to draft correspondence and reports in English; brief high-level American experts; and a working knowledge of email and word-processing are required.

### **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Mary Smith  
Address: 1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

### **POINT OF CONTACT**

Mary Smith  
Telephone: 03-3224-5640  
FAX: 03-3224-5818

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: January 9, 2004**  
**An Equal Opportunity Employer**